

**Office of Statewide Health Planning and Development
Facilities Development Division
Program, Policy and Operations Support Section
Administrative Services Unit**

**Duty Statement
for
VACANT**

PROPOSED

Position Number: 441-445-5157-708

Title/Class: Staff Services Analyst

SECTION A

General Description: Under supervision of the Staff Services Manager I, the incumbent serves as one of the Division's Personnel Liaisons and the Discipline Meeting and Public Seminar Coordinator. The incumbent will also assist with the Division's recruitment activities.

Supervision Received: Reports directly to the Staff Services Manager I.

Physical Demands: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Typical Working Conditions: Requires prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. Requires mobility to various areas of the Division work areas and occasional travel to the Division's Los Angeles Office and various locations throughout the State.

SECTION B

Essential Functions:

45% Serve as one of the Division's Personnel Liaisons, responsible for analysis and coordination of all Division personnel action requests. Full responsibility for complex personnel proposals including, but not limited to, preparing justifications for filling vacancies, reclassifying positions, proposing new positions, and making hires above the minimum salary rate. Review and evaluate hiring packages, prepare for signature, and recommend packages be approved or disapproved. Develop, conduct and perform analyses of studies to improve organization structure related to job specifications, duties, and changes within the Division and its programs. Coordinate efforts with the Personnel Analyst to monitor progress and status of paperwork.

Provide consultation and training to management and support staff regarding the civil service process. Provide direction and clarification to Division management, supervisors, and program staff regarding rules, regulations, and department policies related to personnel management. Assist with employee problems and sensitive issues to avert possible complaints. As delegated by the Staff Services Manager I, independently compile interview panels, conduct hiring interviews, check references and personnel files, and make hiring recommendations to management.

Maintain tracking documents for all personnel transactions. Maintain records for all allocated, blanket, and retired annuitant positions. Create and maintain duty statements and organization charts. Maintain necessary files as required by statute and/or policy.

- 40%** Serve as the Division's Technical Discipline Meeting and Public Seminar Coordinator. Organize and coordinate the Division's Technical Discipline meetings (Compliance Officer, Fire and Life Safety Officer, Structural Engineer, Architect, Mechanical Engineer and Electrical Engineer) and Public Seminars. Prepare contract justifications, negotiate contracts and pricing for goods, meeting/seminar/conference facilities, hotel rooms and services as needed. Schedule sites and rooms, coordinate materials, and assist with site preparation and facilitation the day of meetings/seminars. Develop information for various meeting related materials including but not limited to: memos, agendas, flyers, announcements, and web postings. Prepare PowerPoint and audio/visual presentations. Disseminate information to staff and/or the public regarding upcoming meetings via mail, email, and the Division's Website as appropriate. Schedule and operate audiovisual equipment to document meeting proceedings. Produce and edit minutes, notes and/or reports from the Division's Technical Discipline Meetings.
- 10%** Assist with the Division's recruitment activities. Develop, analyze, and conduct studies to improve recruitment within the Division and its programs. Conduct research to identify conferences, workshops, or other professional gatherings to conduct focused recruitment and locate trade publications in which to advertise difficult to recruit classifications. Make recommendations to management regarding potential seminars, workshops, and conferences to attend for outreach purposes. In collaboration with professional discipline consultants, assist in the development of recruitment materials including but not limited to: brochures, display boards, trade show handouts, etc. Attend various trade shows, seminars, conferences, and workshops to conduct focused recruitment for the Division's difficult to recruit classifications. Respond to telephone and email inquiries regarding available job opportunities with FDD and requests for recruitment and application materials.

SECTION C

Other Functions:

- 5%** Other functions including but not limited to the following: prepare written reports, decision memos, policy recommendations, and other written material and analytical duties and assignments necessary to carry out the activities of the Unit; act as lead to the Student Assistants; and serve on various Department and Division committees as assigned. Serve as backup to other analysts within the Unit as required. Serve as backup to other analysts within the Unit as required.

SECTION D

Other Expectations:

- A. Demonstrates a commitment to performing duties in a service-oriented manner. Establishes and maintains effective, cooperative relationships with those contacted in the course of work. Communicates well with others and handles sensitive issues with tact and diplomacy.
- B. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- C. Maintains good work habits, follows established policies, procedures and interpretations. Successfully completes work assignments and meets deadlines as required.
- D. Demonstrates a commitment to the Office's and Division's mission, vision and goals.
- E. Maintains a current, comprehensive working knowledge of State business practices. Demonstrates a commitment to self improvement and expertise
- F. Follows good safety practices at all times. Is alert in the office and at various work sites, always aware of and avoiding potentially dangerous or harmful environments/conditions. When driving on state business, operates vehicle in a safe and courteous manner in accordance with the mandatory defensive driver training provided by the State of California.
- G. Displays good judgment in job-related activities and decisions and consults with staff as necessary to make sound decisions.
- H. Demonstrates a commitment to performing work in a confidential manner, when appropriate.
- I. Shows initiative in making work improvements, identifying and correcting errors, and initiates work activities.

I have reviewed and understand the duties of the position.

Employee Signature

Date

The employee was provided a discussion of the duties of the position.

Supervisor Signature

Date